

CHAPTER 6. OCCUPATIONAL SAFETY AND HEALTH TRAINING AND AWARENESS PROGRAM

600. GENERAL. This chapter delineates standards and program elements for the FAA Occupational Safety and Health (OSH) Training and Awareness Program. Regulatory training requirements are contained in 29 CFR 1910, "Occupational Safety and Health Standards for General Industry," 29 CFR 1926, "Safety and Health Regulations for Construction," and 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters." In addition, recognized national consensus standards are published by organizations such as the American National Standards Institute (ANSI), and the National Fire Protection Association (NFPA) and other related standards setting organizations.

601. BACKGROUND.

a. The FAA is committed to developing and maintaining well-trained, qualified, and competent personnel to operate and maintain FAA facilities and perform work tasks in a safe and reliable manner. This training chapter is a catalyst for managers to use to meet these expectations. It is important for FAA managers to be actively involved in the development and implementation of their facility's initial and continuing training programs, the identification of training needs, and the review and approval of training materials.

b. Training programs shall provide the basic OSH knowledge and skills to perform intended job functions. Training may include a combination of classroom, computer-based instruction, self-study, and on-the-job instruction.

602. SCOPE. This chapter describes the elements of an OSH training program for FAA personnel, not including occupational safety and health professionals, as described in 29 CFR 1960.2(s).

603. PROGRAM ELEMENTS.

a. Training of Top Management Officials. The FAA shall provide top management officials with orientation and recurrent learning experiences, which will enable them to manage their occupational safety and health program in accordance with 29 CFR 1960.57. Such orientation should include coverage of section 19 of the OSH Act, Executive Order 12196 and the FAA agency safety and health program. Assistant Administrators, Associate Administrators, Service Directors, Office Directors, Regional Administrators, and Regional Division Managers are top managers. The content of this training will provide top managers with current knowledge needed to be able to:

- (1) Communicate the FAA's OSH goals and objectives to all employees.
- (2) Assign safety and health roles and responsibilities.
- (3) Recognize training resources necessary to carry out assigned tasks.
- (4) Ensure managerial and supervisory accountability for OSH performance.
- (5) Support the OSH program.
- (6) Ensure that OSH policies, goals, and objectives are evaluated.
- (7) Ensure accident reporting and investigation procedures are followed.
- (8) Support facility inspection standards.

(9) Incorporate OSH program elements into the planning and budget process.

(10) Ensure hazards are identified and abated.

b. Training of Supervisors. The FAA shall provide initial and recurrent occupational safety and health training for supervisory employees that includes: Supervisory responsibilities for providing and maintaining safe and healthful working conditions for employees, the agency occupational safety and health program, section 19 of the Act, Executive Order 12196, occupational safety and health standards applicable to the assigned workplaces, agency procedures for reporting hazards, agency procedures for reporting and investigating allegations of reprisal, and agency procedures for abatement of hazards. The supervisory training should include the introductory and specialized courses and materials that will enable supervisors to recognize and eliminate, or reduce, occupational safety and health hazards in their working units. Such training shall also include the development of requisite skills in managing the FAA's safety and health program within the work unit, including the training and motivation of their employees toward assuring safe and healthful work practices.

c. Training for OSHECCOM Committee Members. OSHECCOM committee members shall be trained in accordance with 29 CFR 1960.58 and as outlined in the OSHECCOM Charter.

d. Contractor Requirements. Contract statements of work shall require contractors to comply with all applicable federal, state and local OSH training regulations and to conduct their own OSH compliance training for their employees. The FAA shall provide site-specific information and/or training to protect contract employees from recognized workplace hazards on FAA premises.

e. Training for Employees and Employee Representatives. All FAA employees shall receive initial and recurrent safety and health training, including specialized job safety training appropriate to the work performed. The FAA shall adhere to 29 CFR 1960.59(a) and (b). Employee OSH training must occur when: an employee is hired or reassigned, new equipment or processes are introduced, procedures are revised or updated, or when employee performance indicates a need for additional training. At a minimum, the content of this training shall provide employees with the awareness needed to be able to:

- (1) Recognize safety risks in the workplace.
- (2) Become aware of employee OSH rights and responsibilities.
- (3) Use personal protective equipment properly.
- (4) Report all mishaps and hazards to supervisors and managers.
- (5) Follow mishap prevention and hazard abatement programs.
- (6) Achieve certification or qualification, if required by the job.

f. Training Records. All safety training shall be documented in accordance with OSHA regulations and applicable FAA orders. Documentation shall be readily available for OSH program audits.